

Mississippi Library Commission

COMPLIANCE REVIEW FINDINGS

June 23, 2004

The Honorable Phil Bryant
State Auditor
State of Mississippi
P.O. Box 956
Jackson, MS 39205-0956

Dear Mr. Bryant:

This letter is the response of the Mississippi Library Commission to the June 16, 2004, letter from the Office of the State Auditor outlining internal control and compliance review findings for FY 2003.

AUDIT FINDINGS:

Control over SAAS Approval Levels Should Be Strengthened

Response: The agency understands this finding. These lines of approval authority were established to ensure timely processing of payments in case of staff absences.

Corrective
Action Plan: Within the staffing limitations inherent to a small agency, the Library Commission is modifying approval authority for processing SAAS disbursement transactions.

Controls over Asset Management Should Be Strengthened

Response: The agency concurs with this finding.

Corrective
Action Plan: The Library Commission has implemented an organizational change which segregates asset management functions.


The Value of Employer-Provided Vehicles Should Be Properly Reported

Response: The agency understands this finding. The finding is the result of a transition in review personnel and in the agency use of vehicle logs to reflect only the actual days employees traveled in state vehicles, not the days those employees worked in home field offices.

Corrective
Action Plan: The agency has revised the employer-provided vehicle guidelines and logs to more clearly reflect adherence to section 15.20.40 of the MAAPP manual and Internal Revenue Service policies regarding fringe benefits related to commuting.

If there are questions regarding the corrective action plans, please contact Cheryl Mott, Director of the Administrative Services Bureau of the Mississippi Library Commission at 601-961-4042.

Sincerely,


Sharman Bridges Smith
Executive Director